

UNIVERSITY OF EDINBURGH

Academic and Non-Academic Reference*

Non-academic references may be acceptable from applicants who have been out of higher education for 5 years or more, those applying for vocational training programmes and applicants with relevant industrial or professional experience.

Dear Referee,

You have been asked to provide a reference in support of an application for admission to the University of Edinburgh to undertake a PhD in a neuroscience-related area. Your reference will greatly assist us in reaching a decision on this application and we thank you in advance for your assistance. The University requires a **dated** reference with your name and position clearly stated on **letterheaded** paper.

To assist you, please find below the points which the University would like you to consider when composing your reference:

- In what capacity have you known the applicant, and for how long? For previous students or employees, please also indicate how long ago.
- Assess, as appropriate, the applicant's abilities in terms of: analytical reasoning; ability to grasp concepts; ability to work independently; ability to argue cogently; originality; industry; motivation; perseverance; breadth of interest; technical competence.
- Comment, as appropriate, on the applicant's responsiveness to supervision/mentoring; responsiveness to constructive criticism, capacity for self-evaluation; ability to work with others; ability to organise work.
- Comment on any academic or professional experience that you consider relevant to the qualification applied for.
- If appropriate, indicate how confident you are that the applicant is likely to complete successfully the qualification aimed for. Please indicate how strongly you are supporting this application – not strongly, strongly or very strongly.
- If appropriate, comment on any postgraduate study or other forms of training already undertaken or in progress.
- Your reference may also be used to support a Scholarship application, so where appropriate please also comment on a candidate's suitability for an award.

For academic referees

- If the applicant has yet to graduate, please indicate the degree result, which, in your opinion, would most accurately reflect the applicant's abilities.
- If possible, indicate the applicant's ranking compared to other students on the same course or compared to other students you have taught (for example, 5th in a class of 80 students; in the top 15 per cent of students taught).

For non academic referees

- Please indicate how long the applicant has been/was working within your institution or organisation. If possible, please rate the applicant's performance compared to peers at the same stage of career.
- If possible, indicate the applicant's capacity to undertake new projects or pieces of work and their promptness to respond to these.

Submitting your reference

Please send your reference as an e-mail attachment sent to either edneuro.phd@ed.ac.uk (for applications to individual PhD projects) or WT4yrPhD-TN@ed.ac.uk (for the PhD programme in Translational Neuroscience). The prospective student should have advised you on the programme/project they are applying to. If possible, please send the reference from the e-mail address at the institution or organisation you are representing. It is very important that the applicant's name and the project/programme codes(s) for which they are applying, appear in the subject line of the email (this will allow it to be appropriately directed).

Thank you for your help, it is appreciated.